

7-17-1975

# Inauguration Reception Memorandum

University of Texas at Tyler

# TYLER STATE COLLEGE

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July 17, 1975

## MEMORANDUM

TO: Inauguration Committee  
FROM: Evelyn Sowell<sup>78</sup>  
SUBJECT: Reception

Eleanor Morris (Chairman of TSC Women's Association), Joycelyn Spears, Rusty Fletcher, Ann Powell and Martha Wheat were asked to serve on a subcommittee.

We contacted several caterers for suggested menus and cost estimates. Also, we specifically asked each caterer to include these services: set up serving stations, keep trays/urns filled during reception and clean following this event. Suggestions ranged from "heavy hor d'oeuvres" at \$7.50 per person to cake and nuts at about \$1.00 per person plus serving.

### Specific details:

- .Sheraton Inn is willing to furnish "heavy hor d'oeuvres" for \$7.50 per person. These include both hot and cold delicacies: oysters, snails, etc.
- .Willowbrook can supply a three item menu (egg rolls, stuffed celery, canapes) plus coffee and fruit punch for about \$2.00 per person. Service is \$80-\$100 in addition. Each hot item added to the menu would cost \$1.00 as would shrimp on ice.
- .Sheraton Inn can also supply a three item menu plus beverage for \$2-\$2.50. No specific details were available.
- .Mrs. Lowery offered this menu for about \$2.00 per person: shrimp on ice (or shrimp dip), relish tray, cheese tray with at least five kinds, ham and turkey trays, homemade bread and cake, and beverages.
- .Willowbrook suggested that either petit forms or white cake squares, nuts and beverages would cost about \$1.00 per person plus \$80-\$100 for service.

2.50 x 700  
= \$1750.

Decorations  
\$1500

MEMORANDUM

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The subcommittee is still working on suggestions and bids for decorations.

Concerns:

1. Can a reception for 1000 people be held in the Rose Garden Center? Some persons with whom we have talked question whether the Center can physically accommodate this size crowd plus tables for serving and decorations.
2. Can a reception for this size group be completed in 1-1/2 hours?
3. Are there ways to avoid having people wait to pass through the receiving line?

ES/prm